



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

Angélica M. Infante-Green  
Commissioner

From: Paul Williams, Career & Technical Education Specialist, Office of College and Career Readiness

Date: October 1, 2021

Re: ***Reimbursement Protocols for English/Language Arts and History/Social Studies Non-Public Textbook Loan Program, Grades K-12***

Attached is the form to request the FY 2021 reimbursement for non-public school textbooks. Districts will be reimbursed for any English/language arts and history/social studies books for grades K-12 on the 2021-2022 State Textbook List, provided the district has complied with all requests from non-public school students, per RIGL 16-23-1 to 16-23-8. To process this reimbursement, the district must complete the attached verification form signed by the superintendent or his/her designee and provide "evidence of cost" (RIGL 16-23-3.1). Evidence of cost is presumed to be clear documentation of district purchases of new books for non-public students. **Please also provide a summary page that demonstrates how the # of textbooks and total cost on the verification form were calculated.**

The verification form must be submitted by **Friday, December 3, 2021**. A single FY 2022 payment will be made in February 2022's aid payment. All questions regarding reimbursement should be addressed to Kristen Cole at [Kristen.cole@ride.ri.gov](mailto:Kristen.cole@ride.ri.gov) or 222-4681.

**Please address the attached form and supporting documentation to:**

Kristen Cole  
Senior Finance Officer  
Rhode Island Department of Education  
255 Westminister Street  
Providence, RI 02903

**The list of textbooks for the 2021-2022 school year may be found in a searchable file at:**

**<http://www.eride.ri.gov/eride2K5/TextbookInventory/default.aspx>**. Please note to see the complete list of 2021-2022 textbooks click "Search" in the rectangular box.

Telephone (401)222-4600 Fax (401)222-6178 TTY (800)745-5555 Voice (800)745-6575 Website: [www.ride.ri.gov](http://www.ride.ri.gov)

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**Textbook Verification Form**

District: \_\_\_\_\_

**Reimbursement requested:**

***Number* of textbooks:**        #    \_\_\_\_\_

**Cost per book:**                \$    \_\_\_\_\_

**Total cost:**                    \$    \_\_\_\_\_

**I hereby affirm that this amount is an accurate reflection of dollars spent on textbooks in subject areas of English/language arts and history/social studies grades K-12. I hereby affirm that all books for which reimbursement is sought herein are on the State Approved Textbook List for non-public students for academic year 2021-2022.**

Please submit copies of purchase orders or other documentation that comply with “evidence of cost” (RIGL 16-23-3.1).

Please provide a summary page that demonstrates how the # of textbooks and total cost on the verification form were calculated.

**PLEASE SUBMIT YOUR REIMBURSEMENT FORMS (AS SOON AS POSSIBLE, AND) NO LATER THAN DECEMBER 3, 2021.**

\_\_\_\_\_

**Signature Superintendent**

\_\_\_\_\_

**Date**